

City of Madison Heights Bandshell Application

Department of Public Services

801 Ajax, Madison Heights, MI 48071

(248) 589-2294 / DPS@madison-heights.org

Contact Person: _____ **Event:** _____

Name of Group (if applicable): _____

Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **DOB:** _____ **Email Address:** _____

Date: _____ **Anticipated Attendance:** _____ **Time:** _____

Refund Check Made Payable To and Address: _____

Rental Fees Due at Time of Reservation:

Residents: \$50 per every 2 hours with \$100 refundable damage deposit

Non-Residents: \$100 per every 2 hours with \$100 refundable damage deposit

****All rentals of the bandshell must be related to a performative art, whether it be a rehearsal or performance.**

The bandshell is located at Civic Center Park, 360 W 13 Mile. Available for rental Sunday – Saturday from 9:00 AM – 9:00 PM. Bandshell reservations are only valid for the date and time shown on your permit.

Reservations will be accepted in person at the Department of Public Services on a first-come first-serve basis beginning January of each year for the coming May through mid-October. Dates will not be held without payment in full.

If you would like to utilize the bandshell storage rooms or lighting, you must pick up the key the day of your event if it is during the week. Saturday or Sunday events must get keys before 3:30 PM on Friday. The keys must be returned to the DPS drop box located at 801 Ajax or brought to the office during business hours the following business day. Renters are responsible for picking up and dropping off keys in a timely manner or you will forfeit your deposit. No one from DPS will call to remind a renter to pick up or drop off keys.

If you are having trouble getting into the bandshell storage rooms, you can call the non-emergency line for the Police Department at 248-585-2100.

Please review the Procedures and Operating Policies on the reserve side and provide signature.



Madison Heights

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Procedures and Operating Policies

1. This rental agreement allows for use of the bandshell, storage rooms, and lighting only. Multiple events may also be occurring within the park at the same time as yours. You will not be notified of any additions to the city calendar that do not concern your event.
2. The Department of Public Services reserves the right to cancel any reservation that may conflict with a City-sponsored event. A cancellation notice will be provided to the applicant no less than one business day in advance of the scheduled reservation.
3. If a bandshell user wishes to use the park shelter building or a pavilion, a separate permit must be obtained from the Department of Public Services. Applicants shall not be permitted to store items in the Civic Center Park Shelter Building unless another permit has been obtained.
4. Motorized vehicles are not permitted on walking trails or grass areas within the park at any time, even to unload equipment. Vehicles must remain on the street and/or parking lots.
5. The bandshell is located outdoors and is subject to "acts of nature" including but not limited to inclement weather, bees/wasps, birds (droppings/nests), mosquitos, etc. Refunds will not be offered for any such acts of nature and rain dates will not be provided.
6. The City reserves the right to deny any applicant use of the facility based on the type of activity or liability exposure. This permit can be revoked at any time (without refund) for non-compliance of the provisions of this rental agreement, or if the best interests of the City of Madison Heights are not served.
7. Organizers of this event are not authorized to limit or prohibit general use of the park area or amenities. The park shall remain open to the public at all times. Please be mindful and courteous, especially regarding volume, towards other park users. Do not move any picnic tables in the park.
8. Any false or misleading information regarding details of your event will lead to the immediate cancellation of your event, forfeiture of security deposit, and denial of any future rental requests. All rentals are monitored by a Madison Heights Park Ranger.
9. No gambling, alcoholic beverages, smoking, or food are permitted in the bandshell. Do not place anything on the walls.
10. Solicitation of funds is not permitted. No ticketing is allowed, all performances must be free and open to the public.
11. Please note that the bandshell has access to power, however all electrical outlets have load limitations. The City does not guarantee staff will be available to reset the breaker if the system is overloaded.
12. The applicant will indemnify the City of Madison Heights, defend and save it harmless from and against any and all claims, actions, damages, liability, and expense, including attorney's fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by the applicant of the premises or any other parts of the City's property, occasioned wholly or in part by an act or admission of the applicant, its agents, contractors, or employees. The City of Madison Heights assumes no responsibility, financial or otherwise, for loss of property, accidents or injuries sustained by individuals or groups of individuals using the facilities.

I have read the policies and procedures and agree to all the arrangements stated. I further state that I have the authority to sign this application for the listed organization.

Signature Of Applicant: _____

Date: _____